

FY15 GMU GRANTEE ORIENTATION QUESTIONS AND ANSWERS

General Questions

Q: Can I receive a copy of the PowerPoint presentation?

A: Yes, the presentation and sample materials, including the RFF template and sample transaction report, will be available on our website for viewing, downloading and/or printing at http://dhhs.nv.gov/Programs/Grants/Forms/FY15_Grantee_Orientation/

Q: When will we be receiving our NOGAs? When will I receive the new RFF template/workbook?

A: Your grant manager will send your NOGA for authorized signatures as soon as your budget and Scope of Work are ready. Once you return the signed documents, we will complete internal processing and send your fully executed NOGA and your FY15 RFF template.

Q: Please confirm that we do not need to include specific names for positions on the budget narrative.

A: In most cases, this is the preferred approach. However, policies associated with certain programs may override this rule of thumb (e.g., Differential Response). If in doubt, contact your grant manager for guidance.

Q: How does indirect apply to CSBG awards? The budget templates for CSBG don't include a category for indirect.

A: Different rules apply to CSBG. The CSBG administration budget is the equivalent of the indirect category for other grantees.

Questions Regarding RFFs, Transaction Lists, Backup Documentation and Submitting the RFF

Q: Should the transaction list also include a brief description of the item expensed?

A: Yes, that column was inadvertently omitted from the sample shown in the PowerPoint presentation, but it was included on another sample prepared in Excel.

Q: How can I determine eligible expenses?

A: All expenses submitted for reimbursement must be included in your approved budget. Refer to the GIRS 15-10, Allowability and Allocability of Costs; GIRS 15-11, Allowability of Specific Costs; and GIRS 15-13, Travel Reimbursement, for specific information regarding allowable expenses and limitations.

Q: Where can I access the transaction page?

A: The sample transaction worksheet referenced during the webinar is not a standard form. The GMU leaves it up to grantees to create a transaction list that works for them.

Q: Do we need to create a transaction list like the sample? Our accounting general ledger has the required information with the exception of the total check amount.

A: If you do not have an accounting system that generates a transaction report, you can duplicate our example in Excel. Some software programs, such as QuickBooks, can export the information to an Excel spreadsheet. If the software does not export all of the required information, you will need to add a column to manually enter the missing information. If you are having challenges creating a transaction report, contact your grant manager.

Q: On the final RFF, we don't always have a check number to include on the transaction report. We pay the vendors through the County accounting department. How shall we obtain reimbursement?

A: Even if you don't have a check number, there is most likely another number you can use. This may be a voucher number, an EFT transaction number, a billing claim number, or something else. The purpose of the transaction list is to create an auditable trail in case a particular transaction is pulled for review. Think about how an auditor would trace a payment from beginning to end. Use the identifier that would help an auditor complete this process.

Q: One of the problems we always have is having check numbers for the final RFF when it is due on the 15th or so of July. Can something else be done about that, or do we need to stop spending money earlier? Because we are County, it doesn't process that quickly.

A: Complete the RFF to the extent that you can. Submit it along with a note documenting the reason that the check numbers are missing and indicating that you will submit a revised RFF as soon as the numbers become available. Be sure to follow up as quickly as possible.

Q: Our grant only has one category – "other" – and we purchase paratransit rides for people with disabilities as well as RTC tickets for community partners for their clients to access food resources. Our reports for RTC paratransit rides are generated quarterly. We do the same amount every quarter. Can we still do our reporting and RFF quarterly instead of monthly?

A: Per GIRS 15-12, Item 1, deviation from the monthly reimbursement schedule may be allowed with prior written approval from your grant manager.